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- 13 Nov. 59

MEMORANDUM FOR: Deputy Director (Intelligence)  
Deputy Director (Plans)

SUBJECT : Designation of Authorizing and Approving Officers.

1. Present Agency Regulations require the designation of authorizing or approving officers to exercise a variety of administrative functions such as the approval of the expenditure of funds, the approval of requisitions or requests for materials or services, and the release of dispatches. The Support Procedures Committee has pointed out that in most instances it is the practice to require ~~that~~ these designations, or revocations thereof, be made by individual name in writing, and in many cases specimen signatures are required. This necessitates the preparation of several hundred copies of memoranda, forms, and signature cards each year, and in the aggregate represents a considerable expenditure of man-hours in connection with the preparation, approval, filing, and routing of these documents. Attached as TAB A is a listing of the types of delegations in question, a reference to the pertinent Regulation, and a brief statement of the methods used in designating authorizing and approving officers.

2. Agency Regulations, in general, delegate to Deputy Directors authority as authorizing or approving officers for all transactions under their jurisdiction, with full authority to redelegate unless the authority is specifically limited in individual instances. It is recognized that each Deputy Director should have the authority to determine the level at which he desires the various approving authorities to be exercised, and to place limitations on approving authority to the extent he deems necessary. It is also necessary that custodians of Agency funds, property, and documents have some practical means of insuring that official transactions are approved by competent authority. It is believed, however, that most of these authorities are an inherent part of the line duties of individuals occupying certain types of positions (i.e., Office Heads, Staff Chiefs, and Division Chiefs) and as such should be delegated by title of position rather than by name. In this way an individual, upon assuming a position, would have the authority to approve transactions which are an inherent part of the position, without executing a variety of separate memoranda, forms, and signature cards.

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3. It is believed that we should take positive steps to eliminate some of the excess paper work presently involved in the designation of authorizing and approving officers. I have determined that, insofar as the requirements of the Support Components are concerned, all of the signature cards and memoranda concerning name designations, required by the ~~Regulations~~ listed in TAB A, may be discontinued immediately if you feel that you are in a position to delegate these authorities to your subordinates by title, using a single document for that purpose and furnishing copies thereof to other Agency components concerned. This would in effect enable Chiefs of Offices, Divisions, and Staffs and their Deputies, or individuals acting in those capacities, to function as authorizing and approving officers for appropriate transactions under their jurisdiction as an inherent part of their line duties.

4. If you concur in this proposal, I would suggest that we proceed as follows:

a. That the DD/P, DD/I, and DD/S each prepare a single document entitled "Delegations of Authority" which would delegate the appropriate authorities by position titles.

b. That an Agency Notice be prepared, amending all existing ~~Regulations~~ by waiving the requirements for name designations and signature cards. A copy of the initial "Delegations of Authority" would be attached to and distributed with the Notice, and

c. That, following the initial distribution, each Deputy Director change or amend his "Delegations of Authority" by unilateral action, and send copies of the changes to the Agency components concerned.

5. I would appreciate receiving your reaction to this proposal or any alternate suggestions you might have for achieving the same purpose.

L. K. WHITE  
Deputy Director  
(Support)

Attachment: TAB A

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